

MANAGEMENT ANALYST II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide a wide variety of project, administrative and analytical support for an assigned department or large division; and to provide information and assistance to the public regarding assigned programs and services.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Management Analyst series. Employees within this class are distinguished from the Management Analyst I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Management Analyst classifications perform work pertaining to the management or general administration of the work unit. Management Analysts work directly with management policies, are responsible for the development and dissemination of major internal policy, or have ready access to confidential information pertaining to management relations, and may have access to confidential information pertaining to labor relations. A Management Analyst is typically located at the department administration level, or may be located at the division administration level in a very large department; it is not typically located at the section level.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management staff.

May exercise direct supervision over clerical and technical staff.

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Management Analyst II (*continued*)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide project, program, administrative and analytical support to an assigned department or large division.
2. Plan, prioritize, assign, supervise and review the work of assigned technical and clerical staff; train assigned employees in city and department policies and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
3. Participate in the research, development, recommendation and implementation of operational and administrative programs, policies and procedures.
4. Participate in, and may oversee, the data collection, compilation, coordination and organization of budget documentation; may develop budget recommendations; assist division managers in the administration of department budget; manage budgets of assigned programs.
5. Conduct research and collect, compile and analyze information from various sources on a variety of specialized topics related to assigned programs, new programs and services, budget analysis and feasibility analyses; prepare comprehensive technical, statistical and analytical reports and records which present and interpret data and identify alternative solutions or proposals; make and justify recommendations.
6. Serve as department liaison to the Human Resources Department in the recruitment, hiring and promotion processes; coordinate the selection of staff, discipline and employee relations issues, and classification and compensation issues.
7. Serve as a department liaison with public and private organizations and community groups.
8. Respond to complaints and questions from the general public relating to assigned area of responsibility; review problems and recommend corrective actions; prepare summary reports as required.
9. Prepare periodic and special reports and analyses of operations for department management, the City Manager's Office, City Council, regulatory agencies, funding sources and the public.
10. Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program grants and related proposals; monitor compliance with applicable contractual agreements.
11. Maintain calendars of department activities, meetings and various events; coordinate activities with other city departments, the public and outside agencies; attend meetings as a representative for assigned department.

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Essential Functions:

12. Ensure that records retention schedules are distributed to management and procedures are in place to coincide with retention requirements; may serve as division or department liaison with Records Administrator.

Marginal Functions:

1. Provide training in various areas to department employees including computer applications and software.
2. May participate in the recording and tracking of legislation in support of various programs in area of work assigned.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of supervision, training and performance evaluation.
Principles and practices of budget administration.
Methods of research, program analysis and report preparation.
Principles and practices of policy and procedure development.
English usage, spelling, grammar and punctuation.
Modern office procedures and methods including computer software and hardware.
Policies and procedures of the assigned department.
Public relations techniques.
Principles and procedures of record keeping.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Supervise staff, depending on assignment.
Perform responsible administrative and analytical activities in the area of work assigned involving the use of independent judgment and personal initiative.
Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
Interpret and apply administrative and departmental policies and procedures.
Work independently in the absence of supervision.
Research, analyze and evaluate programs, policies and procedures.
Prepare clear and concise reports, correspondence and memoranda.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

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Ability to:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible administrative and analytical experience preferably within a local government environment.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a field related to the area of assignment.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ARB
REV 1/5/04
FLSA & City: exempt

Approved 3/10/04